Installation Transition Services Branch

Officer Transition Overvi

Purpose

Separation from the Army is the final phase of the military personnel life cycle, and transition processing is the lifeline of this transitioning phase. The Army wants to ensure Soldiers and their families who are transitioning from active service receive expeditious and excellent service.

Transition Process

Transition processing is defined as a set of professional services provided to Soldiers to facilitate their transition from the active Army to civilian life or another stage of Army affiliation.

RA Officer Transitions and Documents

Submit the following separation documents based on your component:

- **Regular Army**–Unqualified Resignation Memorandums and Officer Record Brief.
  - See Slide 18 for linked Unqualified Resignation Forms
  - See AR 600-8-24, Chapter 3.
  - Officer Request for Orders.

USAR Officer Transitions and Documents

Submit the following separation documents based on your component:

- **USAR**–Request a Release From Active Duty (REFRAD)
  - See AR 600-8-24, Chapter 2.
  - Memorandum Recommending Approval/Disapproval
  - Counseling Statement.
  - Officer request and supporting documentation

USAR Officer Transitions and Documents

For USAR officers who are on Active Duty for Special Work (ADSW), Temporary Tour of Active Duty (TTADS), Continuing Tour of Active Duty (COTTAD) etc., are to report to Officer Separations with:

- the documents ordering them to active duty
- Prior DD Form 214s, if applicable
- Updated Officer Records Brief (ORB)
- SGLI and DD From 93

Other Documents Required For your Request for Separation

- Initial Orders to Active Duty
- DA Form 71, Oath of Office
- Prior DD Form 214, if applicable
- Updated Officer Records Brief (ORB)
- DD Form 2648, Pre-separation Checklist from ACAP
- Updated SGLV, Service Group Life Insurance
- Updated DD Form 93, Emergency Data Record
- Nearest relatives name and address (not your spouse)
- Final separation mailing address

Student Officer Transitions

- Officers, who have tours less than 90 days, will receive a DD Form 220 (Active Duty Report). Officers who are on active duty 90 days or more will receive a DD Form 214.
- Make your appointment with Transition Branch.
- Report to the Transition Branch at a minimum 72 hours prior to the start of your leave or separation date. You must clear the unit and installation to out-process. (See Out-Processing Branch for additional information.)

Prepare for your Transition

Once you've made the decision to separate from the military you will need to complete the following:

- Contact your Branch Manager.
- Ensure that your personnel records are current and complete.
- Complete your Request for Separation, IAW AR 600-8-24, Chapter 2 and 3.
- Send your Request for Separation through the first O-6 in your chain of command.

Prepare for your Transition, Cont.

- Submit your specific request for separation to the Transition Branch between 180-364 days prior to
the date of separation.

- If information is missing from your DD Form 214 Worksheet you need to provide the Transition Branch with a copy of your supporting documents. All documents you provide are returned when you pick-up your final DD For 214.

Officer Pre-Transition Processing

- 364 days prior to your separation date you should attend the Pre-separation Orientation.

- Separation orders are published within 90 days prior to projected transition date.

- Upon receipt of orders officers are directed to report to Wing D to established an outprocessing appointment. The DD Form 214 (Certificate of Release or Discharge from Active Duty) appointment will be established with officer separations as a one on one review.

Officer Transition Administrative Processing

- Separation Medical Exam (Voluntary)
- Separation Dental Exam (Voluntary)
- DA Form 664, Statement Concerning Compensation from VA (Voluntary)
- Clothing and Equipment Inventory

  (Part of your out-processing)

Officer Final Transition Processing

- Complete your unit and installation out-processing
- Attend your Finance Briefing
- Get your pre-clearance stamp from Out-processing, SSC, Wing D
- Attend your scheduled DD Form 214 appointment

Officer Pre-Retirement

- Complete a Request for Retirement and send it through the first O-6 in your Chain of Command.

- If you plan to take Transition Leave or Permissive TDY you must complete a DA Form 31 (Request and Authority for Leave). All requests for more than 10 days of PTDY must be approved by O-5 or above in your Chain of Command

Officer Pre-Retirement Cont.

- Your Request for Retirement is submitted to the Transition Branch within 180-364 days prior to the desired date of retirement.

- Upon acceptance of your request the Transition Branch will guide you through the rest of your retirement process.

Approval Process

- Requests for Retirement are submitted to the Transition Branch for endorsement:

  Monday, Wednesday and Friday from 0800-1700

- HRC is final approval for all requests for retirement for SSG(P) and above. It can take 4-8 weeks to receive approval from HRC. You can contact the Transition Branch after 8 weeks to check the status of your packet.

Deployed Soldiers

- Soldiers requesting retirement while deployed will process their request through their Rear Detachment.

- The Rear Detachment will bring the request to the ADRS and is responsible for providing all required documentation to include the 201 file.

Points to Ponder

- Survivor Benefit Plan: Free while on active duty. Cost is shared upon your retirement.
- SGLI to VGLI conversion
- Veterans Administration Benefits
- Retirement Physical
- Tricare/Dental automatically converted to standard once you retire unless you elect Prime
- ID Card

Linked Assistance Forms

Unqualified Resignation-Sample Soldier Memorandum

Unqualified Resignation-Sample Commander Memorandum

Unqualified Resignation-Sample Commander Counseling Memorandum

Request for Voluntary Release from Active Duty or Early Release from ADT, ADSW,etc-Sample Memorandum

Request for Voluntary Release from Active Duty or Early Release from ADT, ADSW, etc. Counseling-Sample Memorandum

Unqualified Resignation/ Release From Active Duty-Sample Commander Memorandum

Request for Unqualified Resignation as an Exception to Stop Loss-Sample Memorandum

Linked Assistance Forms

PCS Out-processing Assistance Checklist- Excel Format
PCS Out-processing Assistance Checklist- PDF Format

Retirement Out-processing Assistance Checklist- Excel Format
Retirement Out-processing Assistance Checklist- PDF Format

ETS/Chapter Out-process Assistance Checklist-Excel Format
ETS/Chapter Out-process Assistance Checklist-PDF Format

Out-processing Agency Listing

Soldier Support Center Floor Locator

Finance and Separation Information

TRANSITION SERVICES BRANCH

Location

The Soldier Support Center
2nd Floor, Wing B
Building 4-2843 Normandy
Fort Bragg, NC 28310

Office Hours

0800 - 1700 Monday - Friday
Closed All Federal Holidays

Contact Information Numbers

Customer Service – (910) 396-7472/ 0123
Transition Finance – (910) 396-1977
Retirement Counselors – (910) 396-3723/3381
DSN: 236-XXXX
FAX – (910) 396-9694